

This packet contains withholding tax voucher(s) (WH-1) and an annual withholding tax reconciliation form (WH-3) for reporting the total withheld on employees and/or nonresident shareholders or partners. Also included is a Change Form to report address changes in your business location, an underpayment form (WH-1U), and two labels. Your withholding tax vouchers are due on the date printed on the form. Make sure the information on this page is correct and complete.

Payments must be made with U.S. funds.
Please do not include check stubs when
mailing your payments.

Report address changes on the Change Form. For assistance, call (317) 233-4016, or visit:

www.in.gov/dor/contact/email.html

Taxpayer ID Number:

Filing Status:

Corresp ID:

**Indiana Department of Revenue
Annual Withholding Tax Form (WH-3)**

(This form must be filed even if no tax was withheld. Give this packet to your tax preparer, if you use one. Do not throw this packet away.)

Who Should File: This form should be filed by all withholding agents who withhold state and/or county income tax from employees, nonresident contractors, nonresident partners, nonresident shareholders and nonresident beneficiaries during the calendar year.

When To File: Form WH-3 and state copies of Form W-2 and Form WH-18 (also Form 1099 if state withholding is included) must be filed on or before **February 29, 2008**. You will need to make two copies of your completed Form WH-3, one to send in with the original form and one to keep for your records.

Note: If WH-18s are included, the filing due date may be extended. If designated as a separate account for nonresident shareholder withholding and making an annual one time distribution by pass thru entities to shareholders, partners, or beneficiaries, the WH-3 filing due date is the fifteenth day of the third month following the year end date.

Late Filings: A **penalty** of \$10 will be charged per W-2, WH-18 and 1099 statement not included or that is filed past the due date. An **extension** of time to file may be requested if you do not have distribution amounts that apply to WH-18s by the due date. The Department will accept a copy of the federal extension, submitted with Form WH-3. A payment made on a WH-1 (postmarked) after the due date is subject to a penalty of 10 percent of the amount due, or \$5, whichever is greater, plus interest.

Indiana Department of Revenue
P.O. Box 6108
Indianapolis, IN 46206-6108

06-2149-0980(10/07)

Taxpayer ID Number

Change Form

Mail to: the Indiana Department of Revenue, P.O. Box 6197, Indianapolis, IN 46206-6197
(Please Print Clearly) This will change your Withholding Account only.

New Location Address

New Mailing Address

DBA Name		DBA Name	
Address		Address	
City		City	
State	Zip Code	State	Zip Code
Federal ID#	County	Federal ID#	County
Telephone Number		Telephone Number	

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State of Indiana Magnetic Media Filing Instructions

Filing Status ALL

The State of Indiana will accept W-2 filings on magnetic media using 3480/3490 cartridge tape, or 3-1/2" diskettes and CD's. Reel tapes are not accepted. A completed WH-3 voucher must accompany all magnetic media in the **same** package. The same format for W-2 information filed with federal reports is used. However, the "RS" record must comply with the State of Indiana format. An external label must be affixed to each cartridge tape or diskette containing the following information:

External Label for Cartridges - 3480 or 3490 (E)

- Cartridge: Unlabeled
- State Taxpayer Identification Number (TID)
- Complete Mailing Address
- Record Length: 512
- Block Size: 23040 (45 Logical records per block)

External Label for Diskettes

- File Name: W2REPORT
- State Taxpayer Identification Number (TID)
- Complete Mailing Address
- Total Number of Diskettes

Note: Multiple-cartridge files are not accepted.

A separate transmittal form is not required for magnetic media submissions. All required transmittal information is contained on Form WH-3. **Be sure to include a completed WH-3 in the same package with the magnetic media. Filings received without a completed WH-3 will be returned to the taxpayer as "cannot be processed."** If you would like a free detailed specification booklet on magnetic media filing, you may call (317) 233-5656, or visit the Department's Web site for Magnetic Media filing instructions: www.in.gov/dor/business/magmedia.html

06-2149-0980(10/07)

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The labels below are **not** self-sticking and must be affixed with tape in order to be used.

Use this label for filing Form WH-3 with paper W-2s, WH-18s & 1099s.



Use this label for filing Form WH-3 and magnetic media submissions.

Mail To INDIANA DEPARTMENT OF REVENUE
P O BOX 6108
INDIANAPOLIS IN 46206-6108

FORM WH-3 ENCLOSED

☐ Check here if WH-18s are included.

Mail To

ATTN: MAGNETIC FILING COORDINATOR
INDIANA DEPARTMENT OF REVENUE
P O BOX 6108
INDIANAPOLIS IN 46206-6108

MAGNETIC MEDIA ENCLOSED

Fold on perforation before tearing

WH-1U 0807

Underpayment of Withholding Taxes

State Form 49170

Signature of Officer

Title

Date

Daytime Phone #

Taxpayer ID Number

Underpayment Form

Calendar Year Ending

Due Date

INDIANA DEPARTMENT OF REVENUE
P. O. BOX 6192
INDIANAPOLIS, IN 46206-6192

W

Underpayment amount:

A.

Penalty & interest due:

B.

Amount being paid:

C. \$

Fold on perforation before tearing

06-1X04-0980(10/07)

Interested in Filing Electronically or Online?

Visit www.intax.in.gov to learn about Indiana's online filing program, INTax. You may register to file returns and make tax payments electronically online. INTax may be used to file taxes for Indiana sales tax, withholding tax and tire fee.

Taxpayers who remit withholding tax payments electronically are not required to file any returns throughout the year (paper nor electronic). The only required return is the annual reconciliation form, WH-3. The elimination of return filing requirements applies only to Indiana state and/or county withholding tax.

For information about Indiana's other electronic payment options, visit www.in.gov/dor and select Electronic Services.

☐ Check if you filed a Federal Extension and attach copy. ☐ Check if amending or correcting a previously filed 2007 WH-3.

X Authorized Signature
I declare under penalties of perjury that this is a true, correct and complete voucher.

Date _____ Phone # _____

3

WH-3 08-07 State Form 962 Annual Withholding Tax

Enter the total amount of **state tax** withheld during the tax year as shown on W-2s, WH-18s and 1099s..... **1.**

Enter the total amount of **county tax** withheld during the tax year as shown on W-2s, WH-18s and 1099s*..... **2.**

Enter Advance Earned Income Credit (IN EIC) **Do not include Federal AEIC on this line** **3.**

Total - Add Lines 1 & 2; Subtract Line 3** **4.**

Refund Claimed - See the instructions **5.**

*The amount entered on this line must be broken down by county on the form listed below.

** Compare the amount on Line 4 with the amount of withholding tax you actually paid (excluding late fees and interest) for the tax year 2007. If you underpaid your withholding tax, complete Form WH-1U and mail it along with your payment.

You will need to make two copies of your completed Form WH-3, one to send in with the original form and one to keep for your records.

☐ Check if Magnetic Media is enclosed.

Total # of W-2s, WH-18s & 1099s Enclosed

Any amount due must be paid on the WH-1U.

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 6108
INDIANAPOLIS, IN 46206-6108

Breakdown of Indiana County Tax Withheld

Taxpayer ID Number _____

Enter the amount of county tax withheld for each county as listed on your W-2s, WH-18s and/or 1099s.

County Name and Code Number	Tax Withheld	County Name and Code Number	Tax Withheld	County Name and Code Number	Tax Withheld
1 Adams		16 Decatur		31 Harrison	
2 Allen		17 DeKalb		32 Hendricks	
3 Bartholomew		18 Delaware		33 Henry	
4 Benton		19 Dubois		34 Howard	
5 Blackford		20 Elkhart		35 Huntington	
6 Boone		21 Fayette		36 Jackson	
7 Brown		22 Floyd		37 Jasper	
8 Carroll		23 Fountain		38 Jay	
9 Cass		24 Franklin		39 Jefferson	
10 Clark		25 Fulton		40 Jennings	
11 Clay		26 Gibson		41 Johnson	
12 Clinton		27 Grant		42 Knox	
13 Crawford		28 Greene		43 Kosciusko	
14 Daviess		29 Hamilton		44 LaGrange	
15 Dearborn		30 Hancock		45 Lake	

06-3404-0980(10/07)

Taxpayer ID Number _____

County Name and Code Number	Tax Withheld	County Name and Code Number	Tax Withheld	County Name and Code Number	Tax Withheld
46 LaPorte		63 Pike		80 Tipton	
47 Lawrence		64 Porter		81 Union	
48 Madison		65 Posey		82 Vanderburgh	
49 Marion		66 Pulaski		83 Vermillion	
50 Marshall		67 Putnam		84 Vigo	
51 Martin		68 Randolph		85 Wabash	
52 Miami		69 Ripley		86 Warren	
53 Monroe		70 Rush		87 Warrick	
54 Montgomery		71 St. Joseph		88 Washington	
55 Morgan		72 Scott		89 Wayne	
56 Newton		73 Shelby		90 Wells	
57 Noble		74 Spencer		91 White	
58 Ohio		75 Starke		92 Whitley	
59 Orange		76 Steuben		Total Amount Withheld*	
60 Owen		77 Sullivan			
61 Parke		78 Switzerland			
62 Perry		79 Tippecanoe			

*The total amount of county tax withheld (amount on this line) should be the same as the amount on Line 2 of the WH-3.